

17 NOV 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Instructor Training

REFERENCE : OTR's Annual Report on Agency Training

Concerning General Cushman's inquiry as to instructor training in the Office of Training:

Since mid-September of this year the Office of Training has had a formal course in Instructor Training which is available to personnel teaching in OTR or in any other component of the Agency. The course is, ordinarily, an eight-day program, but it can be tailored to meet a specific need of a single instructor or a group of instructors.

The formal course is an outgrowth of the establishment in March 1969 of the Instructor Training Branch (ITB) within the Instructional Support Staff. At the time the Branch was established, its present Chief was [redacted] where as Chief, Training Support and Technical Branch, he worked with CS officers assigned to Operations Training on improving their teaching techniques. (In February he was made available to the Office of Communications in response to a requirement for a course for instructors [redacted])

[redacted] Now at OTR Headquarters his responsibilities are directed solely to improvement of instructors. It is intended also that he will be available to assist School Chiefs

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who are monitoring component training when it is mutually agreed that component instructors need guidance in teaching method, including the application of the new educational technology.

Requirements have been levied on the Branch for the next few months. In early December there will be a course for NPIC instructors; in mid-January another for instructors [redacted] A course for instructors at Headquarters, OTR, three of whom have recently joined the Management Training Faculty, is being negotiated for sometime before Christmas. Meanwhile, dates have been set aside for follow-up meetings with instructors who have already had some or all of the formal course.

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HUGH T. CUNNINGHAM  
Director of Training

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